

SECRET

OC-M-73-609

2 NOV 1973

MEMORANDUM FOR: Office of Joint Computer Services/AD
25X1A ATTENTION : [redacted]
SUBJECT : OC MAP CONTROLLED PROPERTY Data Base
REFERENCE : OC-N-73-496, Para 2b, 31 August 1973

The attached information on OC MAP CONTROLLED PROPERTY data base requirements is forwarded to assist you in your OC MAP requirements analysis. At your convenience, we will schedule a meeting with the OC Project Managers to answer questions and provide additional information as appropriate.

[redacted] 25X1A

Executive Assistant
Office of Communications

Attachments:

- A. Controlled Property Requirements Spread Sheet
- B. Sample Reports

Distribution:

| | |
|---------------------------|--------------------------|
| Orig & 1 - Addressee | 1 - OC-DO w/att A. |
| 1 - OC Record Copy w/batt | 1 - OC-CS w/att A. |
| 1 - OC-O/COD w/att A. | ✓ 1 - OC-EXA File w/att |
| 1 - OC-E w/att A. | 1 - OC-EXA Chrono w/batt |

25X1A OC-EXA: [redacted] 2 Nov 73)

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25X1

10 OCT 1973

Approved For Release 2002/11/04 : CIA-RDP79-01577A001000200027

REF ID: A6515
CONFIDENTIAL
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

PERSONNEL AND POSITIONS

| New | Old | Title | Number of Elements | Number of Line Items | Frequency | Current ADP Report | Report Prepared By | Report Used By | On-line | Project Manager | Source Data |
|-----|------|---|----------------------|----------------------|-------------|--------------------|--------------------|----------------|----------|-----------------|--|
| 1 | 6 ✓ | Grade/Panel Misslots ✓ | 5 | Varies 100 - 150 | Semi-Annual | No | OC-S | OC-S | No | | OC Manning Table Plus other Elements Found in PCR and Elsewhere |
| 2 | 7 ✓ | Dependency Status of Singles and MNC's | 3 | 400 | Semi-Annual | No | OC-S | OC-S | No | | Same Item 1 |
| 3 | 8 ✓ | CBL Eligibility List ✓ Panels N & T | 4 | 900 | Annual | No | OC-S | OC + | No | | Same Item 1 |
| 4 | 9 ✓ | Expected World-Wide Vacancies Panels N & T | 10 | 500 | Annual | No | OC-S | OC | No | | CMD Records and Files |
| 5 | 10 ✓ | Position Vacancies ✓ Panels N & T | 16 | Varies 5 - 45 | Monthly | No | OC-S | CMD | Req | | CSA's Position Status Files |
| 6 | 11 ✓ | Personnel Rotations ✓ Panels N & T | 12 | Varies 5 - 45 | Monthly | No | OC-S | CMD | Req | | CSA's Personnel Status Files |
| 7 | 12 ✓ | Personnel Assigned ✓ DEVCOMP | 10 | 66 | Monthly | No | OC-S | OC-S | Req | | Same Item 1 |
| 8 | 20 ✓ | Analysis of Rotation & Assignment Patterns to Reduce Seasonal Peaks & Improve Efficiency of Career Managers | ? | ? | Semi-Annual | No | OC-S | CMD | No | | Same Item 1 ? No Same |
| 9 | 14 ✓ | Career Panel Listing | Same as Item 9 Below | | | | | | | | |
| 9 | 1 ✓ | Personnel Title Alpha Listing | 20 | 2000 | Quarterly | No | OC-S | OC | Required | | Personnel Actions Career Service Actions Employee Input OP Reports |
| 10 | 2 ✓ | Master Opred Listing | 15 | 1000 | Monthly | Portions | AD | AD/OC-O | Desired | | OC-S Records DDO/CCS |
| 11 | 3 ✓ | Immobiles | 10 | 100 | Semi-Annual | No | OC-S | DCO/OC-S | No | | OC-S; OMS; OS; OP |
| 12 | 4 ✓ | World-Wide TDY Standby | 7 | 300 | Monthly | No | OC-S | AD/OC-O | Desired | | OC Components Employee |

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CONTROLLED PROPERTY

| <u>Item Number</u> | <u>Title</u> | <u>Number of Elements</u> | <u>Number of Line Items</u> | <u>Frequency</u> | <u>Current ADP Report</u> | <u>Report Prepared By</u> | <u>Used By</u> | <u>On-Line</u> | <u>Source Data</u> | <u>Project Manager</u> |
|------------------------------|--|---------------------------|-----------------------------|------------------|---------------------------|---------------------------|----------------|----------------|---|------------------------|
| <u>Clandestine Equipment</u> | | | | | | | | | | |
| 1 | Frequency Register and System Assignment (FRASA) | | | | | | | | | STATINTL |
| A. | Master Listing | 20 | 3,000 | Quarterly | Yes | OC-0/COD | OC-0 | Required | OC Correspondence Files Procurement Records | |
| B. | Area Listing | 12 | 3,000 | Quarterly | No | OC-0/COD | OC-0 | Required | OC Correspondence Files Procurement Records | |
| C. | Station Listing | 12 | 3,000 | Quarterly | No | OC-0/COD | OC-0 | Required | OC Correspondence Files Procurement Records | |
| D. | Frequency Listing | 5 | 2,500 | Quarterly | No | OC-0/COD | OC-0 | Required | OC Correspondence Files Procurement Records | |
| E. | Suspense Listing | 9 | 300 | Weekly | Yes | OC-0/COD | OC-0 | Required | OC Correspondence Files Procurement Records | |

CONTROLLED PROPERTY (Cont.)

| <u>Item Number</u> | <u>Title</u> | <u>Number Elements</u> | <u>Number of Line Items</u> | <u>Frequency</u> | <u>ADP Report</u> | <u>Report Prepared By</u> | <u>Used By</u> | <u>On-Line</u> | <u>Source Data</u> | <u>Project Manager</u> |
|------------------------|--|------------------------|-----------------------------|------------------|-------------------|---------------------------|----------------|----------------|---|------------------------|
| F. | Financial Accounting | 5 | 3,000 | Quarterly | No | OC-O/COD | OC-O | Required | OC Correspondence Files Procurement Records | STATINTL |
| G. | Repair and Return Account | 9 | 100 | Quarterly | No | OC-O/COD | OC-O | Required | OC Correspondence Files Procurement Records | |
| 2 | Issued Clandestine Equipment Report (ICER) | 5 | 1,000 | Quarterly | Yes | OC-O/COD | OC-O | No | OC Correspondence and Records | |
| <u>Staff Equipment</u> | | | | | | | | | | |
| 3 | World-wide Inventory of Staff Communications Equipment | 16 | 25,000 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | |
| A. | Cross Index by Stock Number | | 1,900 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | |
| B. | Cross Index by Model Number | | 1,900 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | |
| C. | Cross Index by ALFA Nomenclature | | 1,900 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | |
| D. | Cross Index by RENO Number (RENO 9) | | 1,900 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | |

CONTROLLED PROPERTY (Cont.)

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| <u>Item Number</u> | <u>Title</u> | <u>Number Elements</u> | <u>Number of Line Items</u> | <u>Frequency</u> | <u>ADP Report</u> | <u>Report Prepared By</u> | <u>Used By</u> | <u>On-Line</u> | <u>Source Data</u> | <u>Project Manager</u> | <u>STATINTL</u> |
|--------------------------------|--------------------------------------|------------------------|-----------------------------|------------------|-------------------|---------------------------|----------------|----------------|--------------------------|------------------------|-----------------|
| E. | Area Report by RENO Number | | 5,500 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | | |
| F. | Station Report by RENO Number | | 10,000 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | | |
| G. | World-wide Report by RENO Number | | 19,000 | Semi-Annual | Yes | OC-E | OC-E/SED No | | OC Station Records | | |
| H. | Test Equipment Inventory | 16 | 1,000 | Quarterly | Yes | STATINTL | OC-DOMA No | | OC Station Records | | |
| 4 | Staff Equipment Failure Reports | | | | | | | | | Engineering | STATINTL |
| A. | Cumulative Failures by RENO Number | 3 | 42 | Quarterly | Yes | OC-E/SED | OC-E/SED No | | OC Field Station Reports | | |
| B. | Failures by Area and RENO Number | 4 | 115 | Quarterly | Yes | OC-E/SED | OC-E/SED No | | OC Field Station Reports | | |
| C. | Failures by Station and RENO Number | 10 | 976 | Quarterly | Yes | OC-E/SED | OC-E/SED No | | OC Field Station Reports | | |
| D. | Failures by Circuit Symbol Number | 12 | 518 | Quarterly | Yes | OC-E/SED | OC-E/SED No | | OC Field Station Reports | | |
| <u>Cryptographic Equipment</u> | | | | | | | | | | | |
| | Inventory of Cryptographic Equipment | 9 | 1,500 | Quarterly | Yes | OC-CS | OC-CS | Yes | COMSEC Accounts | | |

CONTROLLED PROPERTY (Cont.)

| <u>Item Number</u> | <u>Title</u> | <u>Number Elements</u> | <u>Number of Line Items</u> | <u>Frequency</u> | <u>Current ADP Report</u> | <u>Report Prepared By</u> | <u>Used By</u> | <u>On-Line</u> | <u>Source Data</u> | <u>Project Manager</u> |
|-------------------------------|-------------------------------------|------------------------|-----------------------------|------------------|---------------------------|---------------------------|------------------------|----------------|--------------------|------------------------|
| <u>Cryptographic Materiel</u> | | | | | | | | | | |
| 6 | Inventory of Cryptographic Materiel | STATINTL | | | | | | | | |
| A. | Master Listing | 7 | 130,000 | Semi-Annual | Yes | OC-CS | OC-CS | Yes | COMSEC Accounts | STATINTL |
| B. | Depot Inventory | 8 ✓ | 100,000 | Semi-Annual | Yes | OC-CS | OC-CS | Yes | COMSEC Accounts | |
| C. | Destruction and Transfer Reports | 15 | 150,000 | Bi-Monthly | Yes | OC-CS | OC-CS & Field Stations | Yes | COMSEC Accounts | |

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25X1A

World-Wide Equipment Report [redacted] - (OC-E)

- a. Report format as in the attached sample is satisfactory.
- b. Data elements (identified on the sample) do not require modification.
- c. Received semi-annually.
- d. Report currently exists.
- e. Sources of data for the report are world-wide communications facilities.
- f. OC-E/SED/FAB is responsible for updating.
- g. On-line capability is neither required nor desired.

(B)

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ADMINISTRATIVE--INTERNAL USE ONLY

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Keyed to OC-M-73-425, 23 July 1973

STATINTL REPORT NAME: TEST EQUIPMENT INVENTORY

- A. Attached
- B. Existing
- C. Quarterly
- D. Yes
- E. EB/SUPPLY
- F. EB
- G. No

STATINTL

Controlled Project
[redacted] STATINTL
CP H J H

(3)

ADMINISTRATIVE--INTERNAL USE ONLY

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M-73-072
ATTACHMENT E

IV. S. e

(4)

Equipment Failure Reports - (OC-E)

Equipment Failure Reports are generated in four types of breakout from the one data base. Those are:

Total Failures World-Wide by equipment type
Failures by Geographic Area
Failures by Circuit Symbol No. (i.e., component)
Failures by Station

- a. The present formats (of which a sample is attached) are satisfactory.
- b. Data elements (identified on the sample) are as desired.
- c. The reports are currently produced on a semi-annual basis; the user component would prefer quarterly reports.
- d. The reports already exist.
- e. The data source is a pre-printed form filled in and pouched to Headquarters by field stations encountering equipment failures. Transmission to Headquarters is being converted from pouch to electrical means, with reception in the user office.
- f. The user (OC-E/ESD/TSB/R&R) is responsible for update. Information received from the field is transcribed onto a form which is delivered to OJCS for keypunch.
- g. On-line capability is not required. The user does wish to investigate means of avoiding the keypunch logjam and verification process, possibly with a small processor and VDU entry device in his area permitting data entry and program execution there with OJCS providing the voluminous, multi-copy (some 30 copies) print-out from mag tape.

On-Demand Print
OC-E 4
CJ#4

25X1A

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Next 1 Page(s) In Document Exempt

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OC-M-73-612

5 NOV 1973

MEMORANDUM FOR: Office of Joint Computer Services/AD
25X1A ATTENTION : [REDACTED]
SUBJECT : OC MAP SUPPLEMENTAL REPORTS
REFERENCE : OC-M-73-496, Paragraph 2d

1. Attachment 1 is a partial listing of OC ADP MAP requirements which are categorized in the reference as SUPPLEMENTAL REPORTS. This partial listing is made up of management reports prepared by the Staff Communications Division, OC, relating to network status and workload.

2. The Cable Traffic Analysis (CATRAN) report is currently being produced by computer in a batch mode. However, the procedures for updating the data base and extracting management reports are essentially manual and therefore laborious and time consuming. It is a very important element of the office management process, and we attach considerable importance and priority to getting the CATRAN reports process revitalized.

3. Attachment 2 consists of samples and descriptions of reports. At your convenience, we will schedule a meeting with the OC Project Managers to answer your questions and provide additional information as appropriate.



25X1A

EXECUTIVE ASSISTANT
Office of Communications

Attachments:

1. SCD Supplemental Requirements Spread Sheet
2. Sample reports

Distribution:

O&I - Add w/att
1 - OC [REDACTED] w/att 1
1 - OC-P&B w/att 1
1 - EXA Chrono w/o att
 - EXA File w/att
1 - OC Record Copy w/o att

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25X1A

EXA: [REDACTED]: jcv (5 Nov 73)

25X1

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SUPPLEMENTAL REPORTS

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| Item Number | Title | Number Elements | Number of Line Items | Frequency | Current ADP Report | Used By | On-Line | Source Data | Project Manager | |
|-------------|---|-----------------|------------------------|-------------|--------------------|---------|----------|--|-----------------|-----|
| 1 | (CATRAN) Cable Traffic Analysis | 9 | 13,000 | Monthly | Yes | OC-[] | Desired | Cabled Reports from all Staff Circuits | 25X1 | [] |
| 2 | (CATRAN) Station Message Volumes | 9 | 2,550 | Monthly | Yes | OC-[] | Desired | Cabled Reports from all Staff Circuits | 25X1A | [] |
| 3 | (CATRAN) Master List | 12 | 7,200 | Monthly | Yes | OC-[] | Desired | Cables Reports from all Staff Circuits | 25X1A | [] |
| 4 | Sub-Report CIA Network Message | 5 | 16 | Monthly | No | OC-P&B | Desired | CATRAN | | |
| 5 | Sub-Report CIA Messages by DDO Area | 8 | 16 | Monthly | No | OC-P&B | Desired | CATRAN | | |
| 6 | Sub-Report Messages Processed in Hqs SigCenter | 4 | 16 | Monthly | No | OC-P&B | Desired | CATRAN | | |
| 7 | Six-month Messages. First Half Fiscal Year | 4 | 200 | Semi-Annual | No | OC-P&B | Desired | CATRAN | | |
| 8 | Year-end Message Averages at End of Fiscal Year | 11 | 200 | Semi-Annual | No | OC-P&B | Desired | Cabled Reports from all Staff Circuits | 25X1 | [] |
| 25X1 | [] Crypto Link Register | 8 | 23 | Semi-Annual | Yes | OC-[] | Required | OC-[] | 25X1 | [] |
| 25X1 | [] ** Staff Circuit Register | 17 | 30 per page (50 pages) | Quarterly | Yes | OC-[] | Required | OC-[] | 25X1 | [] |

* All reports on this list produced by Staff Communications Division.

** Additional copies of this report are received broken down by area.

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| Item Number | GIB | Title | Number Elements | Number of Line Items | Frequency | Current ADP Report | Used By | On-Line | Source Data | Project Manager |
|-------------|-----|--------------------------------------|-----------------|----------------------|-----------|--------------------|---------|----------|-----------------------------|-----------------|
| 11 | | COMMUNICATIONS FACILITY Report | | To Be Determined | Aperiodic | No | OC-[] | Required | All Overseas Field Stations | [] |
| 12 | | Staff ComCenter (STATION PROFILE) | | To Be Determined | Aperiodic | No | OC-P&B | Required | OC-[] | [] |

PROJECT
25X1
25X1A
BUILD25X1
CARTA
PERSONNEL
DATA BASE

1, 2, 3

CATRAN

- a. The precise format and details will have to be worked out with the programmers. However, the end product would be very similar to the present CATRAN.
- b. Message volumes, transmission volumes, poking workload, other agency volumes, overtime, etc.
- c. Monthly
- d. Yes
- e. All field stations and 25X1A
- f. OC
- g. Required

25X1

25X1A

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SUPPLEMENTAL REPORT

9

Crypto Link Register

25X1A

- a. As depicted document.
- b. Crypto link terminals, system indicators, etc.
- c. Semi-annual, staggered for each area.
- d. Yes.
- e. OC
- f. OC
- g. Required.

25X1

SUPPLEMENTAL REPORT

10

25X1A

Staff Circuit Register

- a. As depicted in
- b. Circuit terminals, cost code, circuit speed, etc.
- c. Quarterly.
- d. Yes.
- e. OC
- f. OC
- g. Required

25X1

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SUPPLEMENTAL REPORT

11

Combined Field Report (CFR)

- a. As depicted in new CFR rewrite.
- b. As depicted in new CFR rewrite.
- c. Aperiodic, for each station, as major changes occur.
- d. Yes
- e. All foreign field stations.
- f. OC
- g. Required.

25X1

25X1

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0000 Station Name 0001 Communications Area

1000 Organization Cables IN

1001 Organization Cables OUT

1002 Organization Telepouches IN

1003 Organization Telepouches OUT

1004 Organization SP Cables IN

1005 Organization SP Cables OUT

1006 Organization Data Messages IN

1007 Organization Data Messages OUT

1010 Organization Cables IN, Average Message Length

1011 Organization Cables OUT, Average Message Length

1012 Organization Telepouches IN, Average Message Length

1013 Organization Telepouches OUT, Average Message Length

1014 Organization SP Cables IN, Average Message Length

1015 Organization SP Cables OUT, Average Message Length

1016 Organization Data Messages IN, Average Message Length

1017 Organization Data Messages OUT, Average Message Length

2000 One-time tape off-line crypto workload

2001 One-time pad off-line crypto workload

2002 HL-17 off-line crypto workload

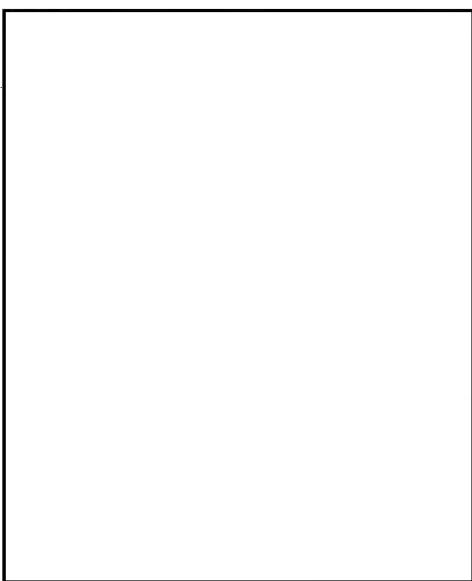
2003 HL-6 off-line crypto workload

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2006 Total RTTY Transmission Workload
2007 Total Leased or Allocated Circuit Reception Workload
2008 Total Leased or Allocated Circuit Transmission Workload
2009 Total CW Reception Workload
2010 Total CW Transmission Workload
2011 Total Other Reception Workload
2012 Total Other Transmission Workload

3000
3001
3002
25X1A 3003
3004
3005
3006
3007
3008



4000 Total Transmissions IN - Tributary Stations
4001 Total Transmissions OUT - Tributary Stations
4002 Total Transmissions IN - Relay Stations
4003 Total Transmissions OUT - Relay Stations
4004 Total Transmissions IN from Other Agency Relay Stations - Relay Stations
4005 Total Transmissions OUT to Other Agency Relay Stations - Relay Stations
4006 Total Transmissions IN from CRITICOMM Stations - Relay Stations
4007 Total Transmissions OUT to CRITICOMM Stations - Relay Stations
4008 Total Transmissions IN from Other Non-Agency Stations - Relay Stations

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4009 Total Transmissions OUT to Other Non-Agency Stations - Relay Stations

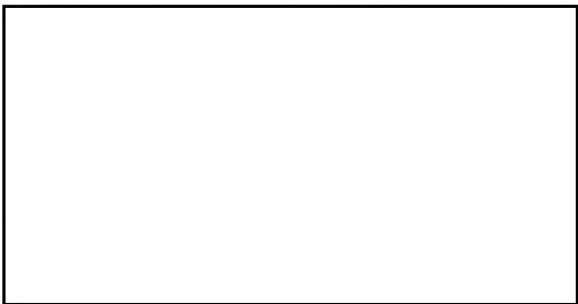
4010 Total ROOM CIRCUIT Transmissions - All Stations

4011 Total Transmissions IN - Each Channel - All Stations

4012 Total Transmissions OUT - Each Channel - All Stations

25X1A

5000
5001
5002
5003
5004



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Overtime, Panel T, GS-11 and below

6001 Overtime, Panel P, GS-11 and below

6002 Overtime, Panel N, GS-11 and below

6003 Overtime, Panel N, GS-12 and above

6004 Overtime, Panel C, GS-11 and below

6005 Overtime, Panel S, GS-11 and below

6006 Overtime, Panel A, GS-11 and below

6007 Overtime, Panel SA, GS-11 and below

6008 Overtime, Panel SL, GS-11 and below

6009 Overtime, Panel ID, GS-11 and below

6010 Donated Time, Panel O

6011 Donated Time, Panel T, GS-12 and above

6012 Donated Time, Panel T, GS-11 and below

6013 Donated Time, Panel P, GS-12 and above

6014 Donated Time, Panel P, GS-11 and below

6015 Donated Time, Panel N, GS-12 and above

6016 Donated Time, Panel N, GS-11 and below

6017 Donated Time, Panel C, GS-12 and above

6018 Donated Time, Panel C, GS-11 and below

6019 Donated Time, Panel S, GS-12 and above

6020 Donated Time, Panel S, GS-11 and below

6021 Donated Time, Panel A, GS-12 and above

6022 Donated Time, Panel A, GS-11 and below

6023 Donated Time, Panel SA, GS-12 and above

6024 Donated Time, Panel SA, GS-11 and below

6025 Donated Time, Panel SL, GS-12 and above

6026 Donated Time, Panel SL, GS-11 and below

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Donated Time, Panel ID, GS-12 and above

6028 Donated Time, Panel ID, GS-11 and below

7000 CCD

8000 Commercial Cable Costs - Distant Stations where Traffic sent and costs
thru
8010

9000 Circuit and Crypto Link Changes
thru
9010

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1 Oct 1973

Draft
Page 1

25X1A

STAFF COMMUNICATIONS DATA *

Appl'd
CONTROL
OFFICER

25X1

| <u>TITLE</u> | # ELE- MENTS | # LINE ITEMS | CURRENT ADP REPORT | | REPORT USED BY | ON-LINE | SOURCE DATA | CONTROL OFFICER |
|--|-----------------|--|--------------------------|--------|----------------------|---------|--|--------------------|
| | | | FREQ. | REPORT | | | | |
| 1. (CATRAN) Cable Traffic Analysis | 9 | 13,000 50 per page (260 pages) | Monthly | Yes | OC-C [redacted] | Desired | Cabled Reports from all Staff Circuits | 25X1 |
| 2. (CATRAN) Station Message Volumes | 9 | 2,550 50 per page (51 pages) | Monthly | Yes | OC-C [redacted] | Desired | Cabled Reports from all Staff Circuits | |
| 3. (CATRAN) Master List | 12 | 7200 50 per page (144 pages) | Monthly | Yes | OC-C [redacted] | Desired | Cabled Reports from all Staff Circuits | |
| 4. Sub-Report CIA Network Message | 5 | 16 | Monthly | No | P&B | Desired | CATRAN | |
| 5. Sub-Report CIA Messages by DDO Area | 8 | 16 | Monthly | No | P&B | Desired | CATRAN | |
| 6. Sub-Report Messages Pro- cessed in Hqs Signal Center | 4 | 16 | Monthly | No | P&B | Desired | CATRAN | |
| 7. Six-month Messages. First Half Fiscal Year | 4 | 200 | Semi- Annual | No | P&B | Desired | CATRAN | |

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Page 2

Private
CONTROL
OFFICER

| <u>TITLE</u> | <u># ELEMENTS</u> | <u># LINE ITEMS</u> | <u>FREQ.</u> | <u>CURRENT REPORT</u> | <u>ADP USED</u> | <u>BY</u> | <u>ON-LINE</u> | <u>SOURCE DATA</u> | |
|--|-------------------|------------------------|--------------|-----------------------|-----------------|-----------|----------------|--|-------|
| 8. Year-End Message Averages at End of Fiscal Year | 11 | 200 | | Semi-Annual | No | P&B | Desired | Cabled Reports from all Staff Circuits | 25X1A |
| 9. <input checked="" type="checkbox"/> [] Crypto Link Register | 8 | 23 | | Semi-Annual | Yes | OC [] | Required | OC- [] | 25X1 |
| 10. <input checked="" type="checkbox"/> [] Staff Circuit Register | 17 | 30 per page (50 pages) | | Quarterly | Yes | OC [] | Required | OC- [] | |
| 11. Combined Field Report | | To be determined | | Aperiodic | No | OC [] | Required | All Field eas tions | |
| 12. Leased Line Summary | 6 | 12 | | Quarterly | No | P&B [] | Desired | OC- [] | |
| 13. Staff Com-center Summary | | To be determined | | Aperiodic | No | P&B | Required | OC- [] | |
| 14. Overtime Report | 6 | 10 | | Quarterly | No | P&B [] | Desired | CATRAN and Other | |

* ALL REPORTS ON THIS LIST PRODUCED BY STAFF COMMUNICATIONS DIVISION
* Additional copies of this report are received broken down by area.

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Combined Field Report

P. 1 CFR

(1)

- a. As depicted in new CFR rewrite
- b. As depicted in new CFR rewrite
- c. Aperiodic, for each station, as major changes occur.
- d. Yes
- e. All foreign field stations
- f. OC

25X1

25X1A

Crypto Link Register

25X1A

(9)

- a. As depicted in

b. Crypto link terminals, system indicators, etc.

c. Semi-annual, staggered for each area

d. Yes

e. OC

f. OC

25X1

25X1A

Staff Circuit Register

25X1A

(10)

- a. As depicted in

b. Circuit terminals, cost code, circuit speed, etc.

c. Quarterly

d. Yes

e. OC

f. OC

25X1

IV. 8. b.

25X1

Supp Rpt

25X1

IV. 8. c.

S.R. 14

IV. 8. d.

S.R. 15

STATINTL

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SUPPLEMENTAL REPORTS

| <u>Item Number</u> | <u>Title</u> | <u>Number Elements</u> | <u>Number of Line Items</u> | <u>Frequency</u> | <u>Current ADP Report</u> | <u>Report Required By</u> | <u>Used By</u> | <u>On-Line</u> | <u>Source Data</u> |
|--------------------|---|------------------------|-----------------------------|------------------|---------------------------|---------------------------|----------------|----------------|-----------------------------|
| 1 | Top Secret Inventory | 7 | - | Annual | Yes | OC-EXA/ICS | OC-EXA/ICS | No | TS Control Cards Form 1169a |
| 2 | Index of OC Documents ALFA, Short Title and Numerical Indexes | 5 | 150 | Annual | No | OC-EXA/ICS | OC-EXA/ICS | No | OC Components |
| 3 | Wirelist | - | - | On Demand | No | | | | STATINTL |
| 4 | Circuit Outage Report | 9 | - | Monthly | Yes | | | | STATINTL |
| 5 | Circuit Status Summary | 12 | - | Monthly | Yes | | | | Required/Interactive |
| 6 | Datacom Statistics | | | | | | | | |
| A. | Data Report for Management | 15 | 22 | Monthly | Yes | | | | No |
| B. | Records Transmission | 24 | 30 | Monthly | Yes | | | | No |
| C. | Data Transmissions | 24 | 30 | Monthly | Yes | | | | No |
| D. | Processor Usage | 24 | 40 | Monthly | Yes | | | | No |
| E. | Off-Line Jobs | 24 | 30 | Monthly | Yes | | | | No |
| F. | Secure Voice Contacts | 24 | 30 | Monthly | Yes | | | | No |

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EX1A

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Next 1 Page(s) In Document Exempt

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MANAGEMENT ADP REQUIREMENTS
SPREAD SHEET

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3601

STATINTL

PERSONNEL AND POSITIONS

| <u>Item Number</u> | <u>Title</u> | <u>Number Elements</u> | <u>Number of Line Items</u> | <u>Frequency</u> | <u>Current ADP Report</u> | <u>Report Required By</u> | <u>Report Used By</u> | <u>On-Line</u> | <u>Source Data</u> |
|--------------------|--|------------------------|-----------------------------|---------------------|---------------------------|---------------------------|-----------------------|----------------|--|
| 1 | Personnel Title Alpha Listing | 20 | 2000 | Quarterly | No | ADM | ADM | Desired | Personnel Actions Career Service Actions Employee Input OP Reports |
| 2 | Master OPRED Listing | 15 | 1000 | Monthly | Partial | ADM | ADM | Desired | OC-S Records DDO/CCS |
| 3 | Immobiles (Holds) | 7 | 75 | Semi-Annual | No | ADM | ADM | Desired | OC-S; OMS; OS; |
| 4 | World-wide TDY Standby | 7 | 300 | Monthly | No | ADM | ADM | Desired | OC Components Employee |
| 5 | True/Pseudo Cross-Referenced Alpha Listing | 3 | 2000 (each listing) | Semi-Annual Monthly | No | ADM | OC | No Desired | OC-S |
| 6 | Grade/Panel Misslots | 5 | - | Semi-Annual | No | CMD | | Desired | OC Manning Table |
| 7 | Dependency Status | 3 | - | Semi-Annual | No | CMD | | Desired | OC Manning Table |
| 8 | CEL Eligibility List | 4 | - | Annual | No | CMD | | Desired | OC Manning Table |
| 9 | CMD Vacancy List | SP 6 | - | Annual | No | CMD | | No | OC Manning Table |
| 10 | Computer-Assisted Assignments | 16 | - | Monthly | No | CMD | | Required | OC-S |
| 11 | Personnel Rotations | 12 | - | Monthly | No | CMD | | Required | OC Manning Table |
| 12 | DevComp | 10 | - | Monthly | No | CMD | | Required | OC Manning Table |
| 13 | OC Manning Table | SP 16 | 2000 | Monthly | Yes | ADM | | Required | Personnel Actions Career Service Actions Correspondence |
| | | | | | | | | | STATINTL |

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PERSONNEL AND POSITIONS (Cont.)

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| Item Number | Title | Number Elements | Number of Line Items | Frequency | Current ADP Report | Report Required By | On-Line | Source |
|----------------|--|--------------------|-------------------------|-----------|-----------------------|-----------------------|-------------|--|
| 14 | Career Panel Listing | 5 | - | Monthly | No | Prepared CMD | - | STATINTL OC-S Files |
| 15 | Ceiling and Strength Report | - | - | - | No | AD P&B | P&B Desired | OC-S Files |
| 16 | TDY Man-Day Report | - | - | - | No | AD P&B | P&B Desired | Field Quar- terly Repor Comsec OS & per |
| 17 | Cover and Clearance Report | 4 | 2500 | Monthly | Yes | ADM | Desired | Comsec OS & per |
| 18 | Crypto Clearance Register | 8 | 2000 | Aperiodic | Yes | OC-CS | No | Comsec Files |
| 19 | Training Statistics | - | - | - | - | ADP&B | P&B Desired | Delete Per TS 11/13/93 move to pag 9 #18 |
| 20 | Computer Analysis of Cyclical Rotation Patterns | - | - | - | - | CMD | - | ADMIN |
| 21 | LTI Alpha By Station Personnel Training Record (CTB) | 15 | 300 | N/A | No | AD | AD Desired | STATINTL |
| 22 | Analysis of Assignments and Extensions | - | - | - | - | CMD | - | |
| 23 | | | | | | CMD | - | |

What is this?
See P&B
do this OSG?

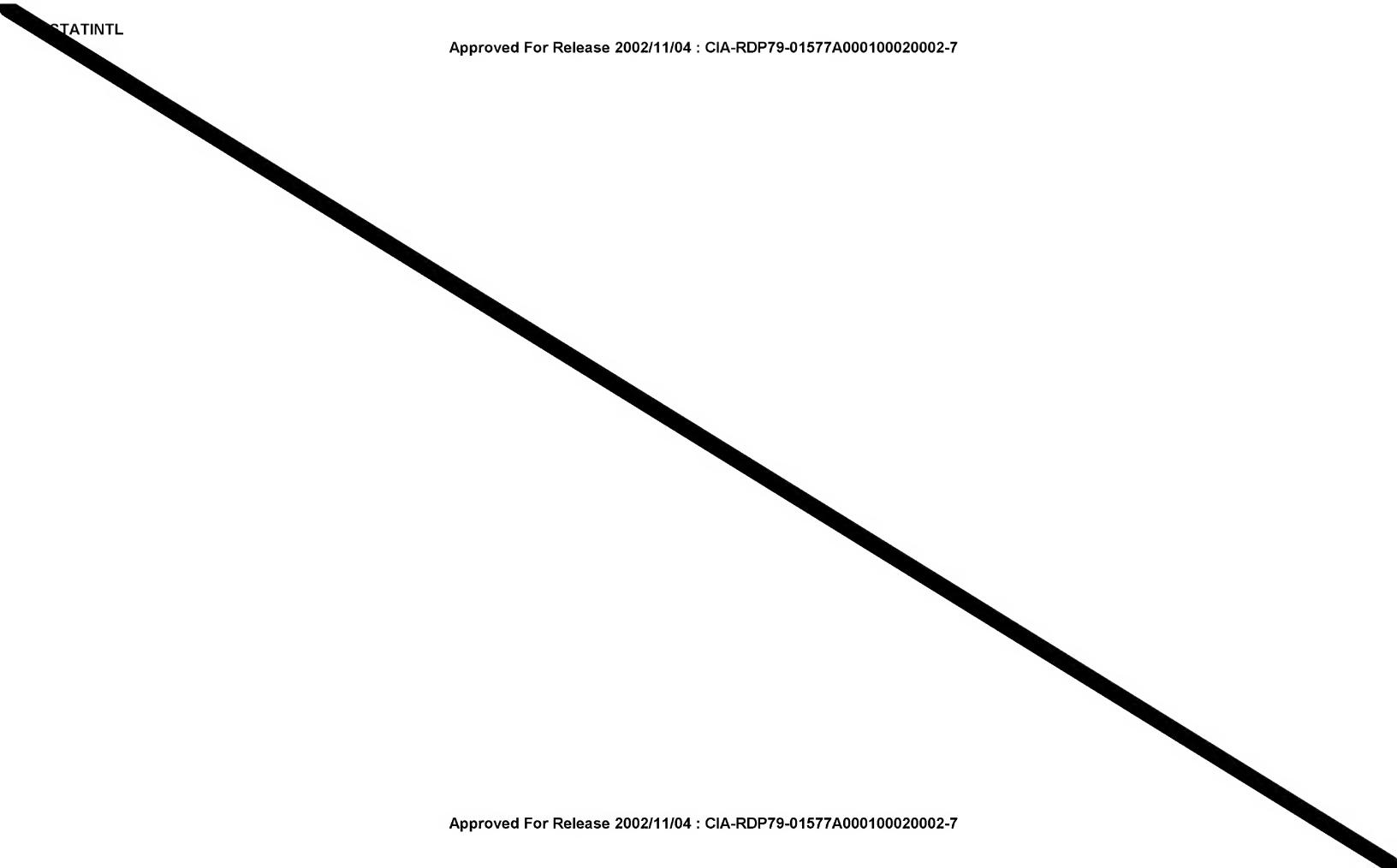
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REQUIRED NON-OC PRODUCED MANAGEMENT REPORTS

| <u>Report</u> | <u>Sponsor</u> | <u>Office</u> | <u>OC USGR</u> |
|--|----------------|---------------|--------------------|
| 1. Position Control Register | - STATINTL | DDM&S- OP | |
| 2. Program Trend Report Analysis | | DDM&S-SIPS | OC OC-E |
| 3. Monthly Deviation Report (Office) | | DDM&S-SIPS | |
| 4. Reprogramming (Office) | | DDM&S-SIPS | |
| 5. FY - Program Estimate | | DDM&S-SIPS | |
| 6. Obligation Forecast | | DDM&S-SIPS | OC-E |
| 7. Inventory of ADP Equipment | | DDM&S-OJCS | OC-E |
| 8. Personnel Locator | | DDM&S-OP | |
| 9. PERSONNEL STATUS REPORT - ALPHA | | DDM&S-OP | |
| 10. PERSONNEL STATUS REPORT - BY GRADE | | DDM&S-OP | |

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ATTACHMENT B TO OCE-M-73-

S E C R E T

| T.S. NO. | COPY | PAGES | ATTS. | ADDRESSEE | DEL. DATE |
|----------|------|-------|-------|-----------|--------------|
| | | | | | 29 JUNE 1973 |

| | | | | | |
|----------|-----|-----|-----|--------|---------|
| 0040342 | 5 | 001 | 152 | OC-SCD | 01NOV71 |
| 104569 | 010 | 001 | 001 | OC-SCD | 07AUG61 |
| 165187 | 004 | 021 | | OC-SCD | 21APR59 |
| 165722 | 001 | 004 | 001 | OC-SCD | 15JUL64 |
| 165722-A | 001 | 001 | | OC-SCD | 15JUL64 |
| 168782 | 009 | 002 | | OC-SCD | 19FEB58 |
| 168864 | 012 | | | OC-SCD | 23MAY61 |
| 168869 | 007 | 001 | 001 | OC-SCD | 23MAY61 |
| 172018 | 001 | 001 | | OC-SCD | 10AUG59 |
| 172396 | 001 | 001 | | OC-SCD | 30JUN59 |
| 172422 | 012 | 001 | | OC-SCD | 04AUG59 |
| 172423 | 012 | 001 | | OC-SCD | 04AUG59 |
| 172972 | 009 | 001 | | OC-SCD | 07AUG61 |
| 179143 | 001 | 002 | 002 | OC-SCD | 14FEB64 |
| 179144 | 001 | 005 | 003 | OC-SCD | 14FEB64 |
| 179146 | 001 | 001 | | OC-SCD | 14FEB64 |
| 179147 | 001 | 002 | | OC-SCD | 14FEB64 |
| 179148 | 001 | 002 | | OC-SCD | 14FEB64 |
| 180531-A | 001 | 005 | 001 | OC-SCD | 27JUN61 |
| 180538 | 001 | 001 | 001 | OC-SCD | 30OCT61 |
| 180538-A | 001 | 004 | 001 | OC-SCD | 30OCT61 |
| 188699 | 001 | 001 | | OC-SCD | 09SEP65 |
| 188713 | 004 | 001 | | OC-SCD | 23SEP65 |
| 190107 | 005 | 001 | | OC-SCD | 23FEB66 |
| 194399 | 156 | 001 | | OC-SCD | 20JUL65 |
| 194429 | 039 | 001 | 003 | OC-SCD | 09SEP65 |
| 194478 | 001 | 001 | | OC-SCD | 29DEC65 |
| 194616 | 003 | 001 | 004 | OC-SCD | 09SEP65 |
| 194617 | 001 | 002 | 001 | OC-SCD | 09SEP65 |
| 194617-A | 001 | 001 | | OC-SCD | 09SEP65 |
| 194621 | 001 | 001 | 002 | OC-SCD | 23SEP65 |
| 196062 | 040 | 247 | | OC-SCD | 11MAR70 |
| 196062-A | 040 | 016 | | OC-SCD | 23APR70 |
| 196085 | 009 | 077 | | OC-SCD | 18DEC69 |
| 196086 | 009 | 003 | | OC-SCD | 31DEC69 |
| 196089 | 001 | 002 | | OC-SCD | 05FEB70 |

SECRET

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C-M-73-072

IT. 5. b.
Same as PCS
entry
S.R. #1 X

Top Secret Inventory - (OC-E)

- a. Report format as in the attached sample is satisfactory.
- b. Data elements (identified on the sample) do not require modification.
- c. Received from OC Top Secret Control Officer on an annual basis.
- d. Report currently exists.
- e. Sources of data will be reported by the preparing element, but include return of receipt cards to the OC TSCO by recipients of Top Secret material.
- f. Not known to user.
- g. On-line capability neither required nor desired by OC-E.

Exhibit Copy

S E C R E T

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T.S. NO. COPY PAGES ATTS ADDRESSEE DEC. DATE 29 JUNE 1973

| | | | | |
|-----------|-------|-----|--------|---------|
| 196090 | 003 | 001 | OC-SCD | 23OCT70 |
| 196091 | 003 | 006 | OC-SCD | 23OCT70 |
| 196092 | 001 | 001 | OC-SCD | 23OCT70 |
| 196094 | 007 | 001 | OC-SCD | 20MAR70 |
| 196103 | 001 | 002 | OC-SCD | 12NOV70 |
| 196118 | 004 | 063 | OC-SCD | 21JUL71 |
| 196121 | 004 | 002 | OC-SCD | 26AUG71 |
| 196122 | 007 | 002 | OC-SCD | 14 SEP |
| 196122 | 008 | 002 | OC-SCD | 14 SEP |
| 196123 | 001 | 001 | OC-SCD | 28DEC71 |
| 196124 | 004 | 001 | OC-SCD | 22NOV71 |
| 196124 | 005 | 001 | OC-SCD | 22NOV71 |
| 196124 | 007 | 048 | OC-SCD | 04 MAY |
| 196539 | 005 | 012 | OC-SCD | 04 MAY |
| 196540 | 003 | 217 | OC-SCD | 04 MAY |
| 196540 | 006 | 124 | OC-SCD | 01 JUN |
| 196541 | 007 | 434 | OC-SCD | 15 MAY |
| 196545 | 003 | 378 | OC-SCD | 08 JUN |
| 196546 | 003 | 017 | OC-SCD | 08 JUN |
| 196678 | 001 | 004 | OC-SCD | 23OCT70 |
| 196681 | 005 | 021 | OC-SCD | 23OCT70 |
| 196702 | A 005 | 006 | OC-SCD | 23OCT70 |
| 196723 | 003 | 006 | OC-SCD | 23OCT70 |
| -196856 | B 001 | 013 | OC-SCD | 04FEB72 |
| 197985 | 047 | 053 | OC-SCD | 07JAN70 |
| 197985 | 060 | 007 | OC-SCD | 10DEC69 |
| 197998 | 053 | 058 | OC-SCD | 13NOV70 |
| 198020/71 | 050 | 064 | OC-SCD | 01NOV71 |
| 198249 | 087 | 009 | OC-SCD | 05FEB70 |
| 198554 | 082 | 075 | OC-SCD | 15JUNE7 |

I CERTIFY THAT
THIS TOP SECRET
INVENTORY IS TRUE
AND ACCURATE WITH

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25X1

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